

**IT IS THE VENDOR'S RESPONSIBILITY TO
CHECK FOR ADDENDUM PRIOR TO SUBMITTING PROPOSALS**

**NOTICE TO BIDDERS
SPECIFICATION NO. 07-115**

The City of Lincoln, Nebraska intends to purchase and invites you to submit a sealed bid for:

**SUPPLY AND INSTALL
CARPET FOR NORTHEAST SENIOR CENTER**

A pre-bid and walk through has been scheduled for Thursday, March 29, 2007 at 1:30 p.m. at 6310 Platte Ave., Lincoln, NE. No other times for walk through will be scheduled.

Sealed bids will be received by the City of Lincoln, Nebraska on or before 12:00 noon **Wednesday, April 11, 2007** in the office of the Purchasing Agent, Suite 200, K Street Complex, Southwest Wing, 440 South 8th Street, Lincoln, Nebraska 68508. Bids will be publicly opened and read at the K Street Complex.

Bids may be downloaded from the City's website at www.lincoln.ne.gov Keyword: Bid. Prospective submitters must monitor the bid listing for any addendums.

Bidders should take caution if U.S. mail or mail delivery services are used for the submission of bids. Mailing should be made in sufficient time for bids to arrive in the Purchasing Division, prior to the time and date specified above. Late bids will not be considered. Fax or e-mail bids are not acceptable. Bid response must be in a sealed envelope.

PROPOSAL
SPECIFICATION NO. 07-115
BID OPENING TIME: 12:00 NOON
DATE: April 11, 2007

The undersigned bidder, having full knowledge of the requirements of Lancaster County for the below listed items and the contract documents (which include Notice to Bidders, Instructions to Bidders, this Proposal, Specifications, Contract, and any and all addenda) and all other conditions of the Proposal, agrees to enter into a contract for the below listed items for the performance of this Specification, complete in every respect, in strict accordance with the contract documents at and for unit prices listed below.

ADDENDA RECEIPT: The receipt of addenda to the specifications numbers ____ through ____ are hereby acknowledged. Failure of any bidder to receive any addendum or interpretation of the specifications shall not relieve the bidder from obligations specified in the bid request. all addenda shall become part of the final contract document.

BIDDING SCHEDULE

<u>Item</u>	<u>Item Description</u>	<u>Estimated Qty.</u>	<u>Price</u> <u>Unit</u>	<u>Total</u>
1.	Furnish, deliver and install Carpet at 6310 Platte Ave, Northeast Senior Center	350 Sq. Yards	\$ _____	\$ _____
	Mfg. _____ No. _____			

5% BID SECURITY IS REQUIRED

The undersigned signatory for the bidder represents and warrants that he has full and complete authority to submit this proposal to the City, and to enter into a contract if this proposal is accepted.

RETURN 2 COMPLETE COPIES OF PROPOSAL AND SUPPORTING MATERIAL.
MARK OUTSIDE OF BID ENVELOPE: SEALED BID FOR SPEC. 07-115

COMPANY NAME

BY (Signature)

STREET ADDRESS or P.O. BOX

(Print Name)

CITY, STATE ZIP CODE

(Title)

TELEPHONE

(Date)

E-MAIL ADDRESS

ESTIMATED COMPLETION DAYS

Bids may be inspected in the Purchasing Division during normal business hours, after tabulation and reviewed by a Purchasing Agent. Bid tabulations can be viewed on our website at: lincoln.ne.gov Keyword: BID.

The Intent to Award will be listed on the website when a recommendation is received from the Department.

Specification
Carpet - Northeast Senior Center
6310 Platte Ave., Lincoln, NE

1 **SCOPE OF WORK**

- 1.1 The scope of work includes furnish, deliver, remove existing carpet, all floor preparation and installation of new carpet.
- 1.2 Lincoln Area Agency on Aging intends to enter into a contract with selected firm to provide and install new carpet per manufacturers specifications in designated areas of the facility.
- 1.3 Proposed work includes all current carpeted areas of the facility.
- 1.4 Existing straight base cove to remain.
- 1.5 It is estimated total carpet to be 350 sq. yds.

2 **SITE INSPECTION**

- 2.1 A site visit is recommended before one submits a bid on this project.
- 2.2 All interested Contractors should attend the pre-bid conference at the facility for measurements (estimate provided on the bidding schedule of total sq. yds.) and inspection of the conditions under which the work will be performed.
 - 2.2.1 Pre-bid conference
 - Date: Thursday, March 29, 2007
 - Time: 1:30 p.m.
 - Location: 6310 Platte Ave., in front of entrance
- 2.3 No adjustments or extra compensation will be made for any condition and/or measurement which the Contractor might have fully informed himself of prior to bidding.

3 **INQUIRIES**

- 3.1 For bidding information contact:
 - Vince M. Mejer, Purchasing Agent
 - City/County Purchasing (402) 441-8314
 - FAX: (402) 441-6513

4 **SUCCESSFUL CONTRACTOR WILL BE RESPONSIBLE FOR**

- 4.1 The removal and disposal of all old existing floor covering.
- 4.2 The removal of any glue, staples, nails, tack strips, etc. from old installation and proper surface preparation as per manufacturer's specification for all new floor covering.
- 4.3 Any high or low areas will be properly leveled to insure a smooth level floor surface for new products.
- 4.4 All phases of the removal and installation process shall be coordinated with Fred Little of the Lancaster County, or his designated representative.
 - 4.4.1 The intent of this scheduling is to provide as little disruption of the daily activity as possible.
 - 4.4.2 Normal facility operation will be discontinued during the removal and installation process. Advance notification: 1 week is required.

5 **SUMMARY**

- 5.1 Project includes Carpet removal, new carpet and accessories for direct glue down instruction.
- 5.2 Approval of alternate or substitute products will be considered only under the terms and conditions as outlined below:

- 5.2.1 Whenever a particular make of material or trade name is specified herein, it shall be regarded as being indicative of the standards required.
- 5.2.2 Regardless of format of specifications, any product other than those named in Section 11, must proceed as an alternate or substitute.
- 5.2.3 A bidder who proposes to quote on the basis of an alternate or substitute material or system shall submit to the Purchasing Agent, at least ten (10) days prior to the scheduled bid date, the following information.
 - 5.2.3.1 Written application on company letterhead for approval of alternate or substitute to include specifications of alternate or substitute carpet on company letterhead and signed by company officer.
 - 5.2.3.2 24" x 24" sample of the proposed alternate with recommended backing technology.
 - 5.2.3.3 A complete sample representation of colors available.
 - 5.2.3.4 Copies of warranties for proposed alternate or substitute.
 - 5.2.3.5 List of minimum of three (3) jobs, one of which must be used for at least five (5) years, where alternate or substitute is/was used under similar conditions.
 - 5.2.3.6 These jobs shall be located within one hundred (100) miles of the owner's office.
 - 5.2.3.7 Each job shall be available for inspection by the owner's representatives.
 - 5.2.3.8 Consideration will be given to only those alternates or substitutes that are approved prior to scheduled bid opening date.
 - 5.2.3.9 List of approved alternates or substitutes will be issued to all bidders prior to bid opening.
- 5.3 The following publications of the issues listed below, but referred to hereinafter by basic designation, form a part of this specification to the extent as is bound herein:
 - American Society for testing and Materials (ASTM):
 - E648 - Test Method for Critical Radiant Flux of Floor Covering Systems Using a Radiant Heat Energy Source.
 - E 662-02 - Test Method for Specific Optical Density of Smoke Generated by Solid Materials.

6 **QUALITY ASSURANCE**

- 6.1 Flooring Contractor's Qualifications:
 - 6.1.1 Firm with not less than five (5) consecutive years of experience in installation of commercial carpeting of type, quantity and installation methods similar to work of this section.
- 6.2 **FLOORING CONTRACTOR SHALL SUBMIT WITH BID PROPOSAL WRITTEN CERTIFICATION FROM CARPET MANUFACTURER, DEMONSTRATING THEIR FIRM AS AN AUTHORIZED DEALER.**
- 6.3 Manufacturer's Qualifications: Firm (carpet mill) with not less than five (5) consecutive years of production experience with carpet similar to type specified in this section; whose published product literature clearly indicates general compliance of products with requirements of this section.
- 6.4 Measurement Verification: Each bidder will verify his own measurements, no allowance for errors in measurement will be allowed.
 - 6.4.1 It is the Flooring Contractor's responsibility to verify all dimensions and job site conditions; order sufficient yardage to fully carpet areas as indicated and to fill overage requirements as specified.
 - 6.4.2 No substitutions shall be permitted to make up for any shortage of material in overage or in carpet to be installed.
- 6.5 Flooring Contractor shall totally be responsible for the accuracy of his measurements

of total yardage, individual floor yardage, and dye lot yardage requirements, extra yardage for pattern match, and roll length requirements; no additional compensation shall be allowed for shortage of materials.

6.6 Dye Lots:

6.6.1 All carpet of the same type in continuous areas shall be from the same dye lots.

6.7 Owner reserves the right to test carpet at their expense to verify that the delivered carpet is as specified.

6.7.1 If carpet does not meet specifications, manufacturer will reimburse owner the testing expense and the carpet may be rejected.

7 PRODUCT DELIVERY, STORAGE & HANDLING

7.1 Deliver carpeting material in original mill protective wrapping with mill register numbers and tags attached.

7.1.1 Maintain wrappers and protective covers in place until carpet is ready for installation.

7.1.2 Store inside, in well-ventilated area, protected from weather, moisture and soiling.

7.2 Cutting:

7.2.1 Before roll carpet is cut, it shall be inspected for defects, color variations, or shipping damage and be immediately replaced if any of these conditions exist at no additional cost to the Owner.

7.2.2 Carpet shall be rolled out to insure that carpet rolls are from the same dye lot.

7.3 **Deliver all required overages and maintenance stock to owner's specified location prior to beginning installation.**

8 JOB CONDITIONS

8.1 Environmental Conditions:

8.1.1 Maintain temperatures in space in accordance with carpet or adhesive manufacturer's recommendations, but in no case less than 60 degrees F for 24 hours prior to, during and after installation.

8.1.2 Subfloor temperature should be a minimum 60 degrees F for 24 hours prior to and after installation.

9 SEAMING REQUIREMENT

9.1 In addition to the requirements and recommendations of the Carpet Manufacturer, the following criteria shall be adhered to:

9.1.1 Seaming layout shall enable future replacement, especially in large open areas and traffic paths.

9.1.2 Seaming shall run parallel to major traffic flow whenever possible, unless specifically indicated in writing by owner or owner's representative.

9.1.3 No cross seams shall be allowed in drops of 10 feet or less.

9.1.4 Seams shall be inconspicuous to visual inspection.

9.1.5 No seams shall occur perpendicular to doors or entries.

9.1.6 Seams occurring at doors, parallel to doors, shall be centered directly under the closed door.

9.1.7 No carpet pieces less than 12 inches in width shall be used in the work.

9.1.8 All cutting of carpet for telephone and electrical outlets shall be the responsibility of the Flooring Contractor.

10 EXTRA STOCK

10.1 Furnish 1% additional yardage of carpet type required; extra yardage is over and above any overage provided by manufacturer.

10.2 Normal manufacturing overage not to exceed 10% for under 1000 yards not to exceed

5% for over 1000 yards.

- 10.3 Deliver to the Owner uncut in clearly marked dust-proof packages **prior to commencement of work**; store where directed.

11 **CARPET**

- 11.1 Carpet Type, J & J Commercial - Impulse Style (2345) - Color 3408 Call an Old Flame

- 11.2 Carpet shall meet the following minimum requirements:

Yarn	100% Nylon: J & J Encore BCF Nylon (with recycled content)
Dye Method	Solution/Yarn Dyed
Surface Texture	Dense Patterned Loop
Patterning Technique	TechnoWeave II
Pattern Repeat	N/A
Gauge	1/10 (3.94 rows/cm)
Tufted Stitches Per Inch	9.5
Yarn Weight	24 oz./sy (814 grams.m2)
Finished Pile Thickness	0.10 inch (2.54mm)(ASTM D-418)
Density	8,640
Weight Density	207,360
Secondary Backing	ActionBac
Special Technologies	ProTex-Fluorochemical
Width	12 ft (3.66m)
Flammability	Class1
Smoke	Less than 450 flaming
Static Generation	Less than 3.0 kv (AATCC-134)
Static Compliance	Compliant For Accessible Routes
Warranties	10 Year Limited Wear Lifetime Static 3 Years Against Delamination 3 Years Against Tuft Bind Failure (edge ravel, yarn pulls, zippering)

12 **WARRANTIES**

- 12.1 10 Years Limited Wear

- 12.2 3 Year warranty against:

- Edge Ravel - wet or dry
- Back delamination - wet or dry
- Tuft Bind - no zippering, wet or dry
- Static protection as stated above
- Adhesive failure

- 12.3 Installation Warranty:

- 12.3.1 Two (2) year Warranty, non-prorated, against any installation related failure covering all costs including freight, labor, and material; co-signed by the flooring contractor and the manufacturer.

- 12.4 Permanent Stain Resistance

- 12.4.1 Stain resistant properties must be permanent and not removable by commercial cleanings or abrasive wear.

- 12.4.1.1 Under GSA requirements stain resistant carpets must score no less than 8.0 (10.0 is the best) on the AATCC Red 40 Stain Scale.

- 12.4.1.2 Test sample must first be exposed to 100 revolutions on the Taber Abrader (1,000-gram weight per H-18 wheel) and then abraded area must be stain tested using AATCC test method 175.

- 12.4.1.3 Topical stain resistant treatments will not be acceptable. Stain resistant properties must be inherent.

12.5 Environmental Attributes-Leed Criteria

12.5.1 Environmental claims by manufacturer must comply with FTC guidelines.

12.5.2 Environmentally Preferred Product - Carpet must have third party certification (such as Scientific Certification Systems) in accordance with Executive Order 13101 as an Environmentally Preferred product (EPP).

12.5.3 Recycled Content: Carpet must contain 20% post-consumer recycled content based on total product weight.

12.5.4 Rapidly Renewable Bio-based Materials: Carpet must contain a minimum 10% bio-based rapidly renewable material based on total product weight.

12.5.5 Carpet Face Yarn: In accordance with Executive Order 13101, carpet face yarn must be third party certified as an Environmentally Preferred Product (EPP).

12.5.6 Low Emitting Materials: Carpet and all installation components including adhesives, sealers, seam welds and seam sealers must meet the *Low Emitting Materials* standards as outlines in U.S. Green Building Council LEED criteria.

12.5.7 Carpets should pass the CRI Green Label Plus Programs in terms of VOC emissions. Adhesives must meet VOC emissions standards per South Coast Air Quality Management District Rule #1168.

12.5.8 End of Life Reclamation: Carpet must have an existing methodology actively in place to achieve landfill diversion.

13 **ACCESSORIES**

13.1 Adhesives: Waterproof, non flammable carpet adhesive recommended and approved by carpet manufacturer in writing for compatibility with carpet backing.

13.1.1 All floor sealers, seam sealers, and adhesives shall contain no calculated solvents per OSHA Regulation 29 CFRE 1910.1200, have no calculated VOC's, be non-flammable, and meet the criteria of the CRI Green Label Plus Certification Program.

13.1.2 MSDS and samples required on product used.

13.2 Miscellaneous Materials: As recommended and approved in writing by manufacturer of carpet, and selected by Flooring Contractor to meet project circumstance and requirements.

13.3 Protection Paper: Fortifiber Corporation "Seekure 892", or approved heavy. Reinforced, non-staining kraft laminated paper.

14 **CARPET REMOVAL**

14.1 Remove and dispose of all existing carpet and materials to make subfloor acceptable for installation.

14.2 Disposal of the carpet is the contractor's responsibility.

15 **INSTALLATION, GENERAL**

15.1 Comply with manufacturer's instructions and recommendations for installation of this type of carpet by the glue down method.

15.2 Prepare the subfloor to insure a successful installation.

16.2.1 Utilize a floor sealer where needed or recommended by manufacturer.

15.3 Carpeting shall be installed with pile lying in the same direction (monolithic).

16.3.1 Cut carpet evenly and accurately to fit neatly at walls, columns, and projections.

16.3.2 Extend carpet under open-bottomed and raised-bottom obstructions, and under removable flanges of obstructions.

15.4 Installed carpet shall be free from ripples, ravels, puckers and raw exposed edges.

16.4.1 All loop pile carpets will demonstrate some fuzzy edges due to normal manufacturing conditions.

16.4.2 It is the contractor's responsibility to trim all edges to eliminate fuzzy seams.

- 15.5 Expansion Joints: Do not bridge building expansion joints with continuous carpeting, provide for movement.

16 CLEANING AND PROTECTION

- 16.1 Remove and dispose of debris and unusable scraps.
- 16.2 Remove spots in accordance with carpet manufacturer's guidelines and replace carpet where spots cannot be removed.
 - 17.2.1 Remove any protruding face yarn using sharp scissors.
 - 17.2.2 Be certain to trim any loose yarns or fibers at all seams.
- 16.3 Maintenance Materials: Deliver usable scraps to Owners' designated storage space, properly packaged and identified.
 - 17.3.1 Usable scraps are defined to include roll ends of less than nine (9) feet in length and pieces of more than two (2) feet wide.
 - 17.3.2 Dispose of smaller pieces as construction waste.

17 CARPET SPECIFICATIONS

- 17.1 The estimated quantity of carpet required is 350 square yards.
 - 18.1.1 Bidders/Contractors/Supplier shall be responsible for verifying these measurements.
- 17.2 Carpet shall be as specified in Section 11 of this specification.
- 17.3 Supplier shall provide a written lifetime guarantee of installation from final acceptance.
 - 17.3.1 Supplier will provide any service required to correct material problems at no charge.
 - 17.3.2 This guarantee shall be in addition to the regular guarantee of the carpet manufacturer certifying samples submitted and materials supplied, meet or exceed this specification.
- 17.4 It is the intent to purchase a carpet of a type and quality that will last under heavy use.
 - 17.4.1 Provide a copy of the manufacturer's standard warranty on the product you are proposing.
 - 17.4.2 Warranty and durability will be a consideration in the award of this order.

18 INSURANCE REQUIREMENTS

- 18.1 A valid insurance certificate naming "City of Lincoln as named additional insured for the project" will be required prior to installations services.
- 18.2 See attached "Insurance Requirements for all City Contracts" for the types and amounts of insurance.
- 18.3 A City of Lincoln Contract will be issued after award recommendation.

INSTRUCTIONS TO BIDDERS

CITY OF LINCOLN, NEBRASKA

1. BIDDING PROCEDURE

- 1.1 Bidder shall submit one (1) complete set of the bid documents and all supporting material, unless otherwise stipulated. All appropriate blanks shall be completed. Any interlineation, alteration or erasure on the specification document shall be initialed by the signer of the bid. Bidder shall not change the proposal form nor make additional stipulations on the specification document. Any amplified or qualifying information shall be on the bidder's letterhead and firmly attached to the specification document.
- 1.2 Bid prices shall be submitted on the Proposal Form included in the bid document.
- 1.3 Bidders may submit a bid on an "all or none" or "lump sum" basis, but should also submit a quotation on an item-by-item basis. Bidding documents shall be clearly marked indicating the kind of proposal being submitted.
- 1.4 Any person signing a bid for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.5 Bids received after the time and date established for receiving bids will be rejected.
- 1.6 If bidding on a Construction Contract, the City of Lincoln's Standard Specifications for Municipal Construction 2006 shall apply.
 - 1.6.1 Bidders may obtain this document from the City's Design Engineering Division of Public Works & Utilities for a small fee.
 - 1.6.2 Said document can be reviewed at Design Engineering or the Purchasing Division.
 - 1.6.3 The Standard Conditions are available on the web site.
<http://www.lincoln.ne.gov/city/pworks/engine/dconst/standard/stdnspec/index.htm>

2. BIDDER'S SECURITY

- 2.1 Bid security, as a guarantee of good faith, in the form of a certified check, cashier's check, or bidder's bond, may be required to be submitted with this bid document, as indicated on the Proposal Form.
- 2.2 If alternates are submitted, only one bid security will be required, provided the bid security is based on the amount of the highest gross bid.
- 2.3 Such bid security will be returned to the unsuccessful bidders when the award of bid is made.
- 2.4 Bid security will be returned to the successful bidder(s) as follows:
 - 2.4.1 For single order bids with specified quantities: upon the delivery of all equipment or merchandise, and upon final acceptance by the City.
 - 2.4.2 For all other contracts: upon approval by the City of the executed contract and bonds.
- 2.5 City shall have the right to retain the bid security of bidders to whom an award is being considered until either:
 - 2.5.1 A contract has been executed and bonds have been furnished.
 - 2.5.2 The specified time has elapsed so that the bids may be withdrawn.
 - 2.5.3 All bids have been rejected.
- 2.6 Bid security will be forfeited to the City as full liquidated damages, but not as a penalty, for any of the following reasons, as pertains to this specification document:
 - 2.6.1 If the bidder fails to deliver the equipment or merchandise in full compliance with the accepted proposal and specifications.
 - 2.6.2 If the bidder fails or refuses to enter into a contract on forms provided by the City, and/or if the bidder fails to provide sufficient bonds or insurance within the time period as established in this specification document.

3. BIDDER'S REPRESENTATION

- 3.1 Each bidder by signing and submitting a bid, represents that the bidder has read and understands the specification documents, and the bid has been made in accordance therewith.
- 3.2 Each bidder for services further represents that the bidder has examined and is familiar with the local conditions under which the work is to be done and has correlated the observations with the requirements of the bid documents.

4. CLARIFICATION OF SPECIFICATION DOCUMENTS

- 4.1 Bidders shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of the specification documents.
- 4.2 Bidders desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing Agent at least five (5) calendar days prior to the date and time for receipt of bids.

- 4.3 Changes made to the specification documents will be made by written addenda to all known prospective bidders and posted on the City-County website at lincoln.ne.gov Keyword - Bid.
- 4.4 Oral interpretations or changes to the Specification Documents made in any other manner, will not be binding on the City; and bidders shall not rely upon such interpretations or changes.

5. ADDENDA

- 5.1 Addenda are written instruments issued by the City prior to the date for receipt of bids which modify or interpret the specification document by addition, deletion, clarification or correction.
- 5.2 Copies of addenda will be made available for inspection at the office of the Purchasing Agent and on the City-County website.
- 5.3 No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of bids, except an addendum withdrawing the invitation to bid, or an addendum which includes postponement of the bid.
- 5.4 Bidders shall ascertain prior to submitting their bid that they have received all addenda issued, and they shall acknowledge receipt of addenda on the proposal form.

6. INDEPENDENT PRICE DETERMINATION

- 6.1 By signing and submitting this bid, the bidder certifies that the prices in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to bid opening directly or indirectly to any other bidder or to any competitor; no attempt has been made, or will be made, by the bidder to induce any person or firm to submit, or not to submit, a bid for the purpose of restricting competition.

7. ANTI-LOBBYING PROVISION

- 7.1 During the period between the bid advertisement date and the contract award, bidders, including their agents and representatives, shall not lobby or promote their bid with any member of the City Council or City Staff except in the course of City-sponsored inquiries, briefings, interviews, or presentations, unless requested by the City.

8. BRAND NAMES

- 8.1 Wherever in the specifications or proposal form brand names, manufacturer, trade name, or catalog numbers are specified, it is for the purpose of establishing a grade or quality of material only; and the term "or equal" is deemed to follow.
- 8.2 It is the bidder's responsibility to identify any alternate items offered in the bid, and prove to the satisfaction of the City that said item is equal to, or better than, the product specified.
- 8.3 Bids for alternate items shall be stated in the appropriate brand on the proposal form, or if the proposal form does not contain blanks for alternates, bidder MUST attach to the specification documents on Company letterhead a statement identifying the manufacturer and brand name of each proposed alternate, plus a complete description of the alternate items including illustrations, performance test data and any other information necessary for an evaluation. The bidder must indicate any variances by item number from the specification document no matter how slight. Bidder must fully explain the variances from the specification document, since brochure information may not be sufficient.
- 8.4 If variations are not stated in the proposal, it will be assumed that the item being bid fully complies with the City's specifications.

9. DEMONSTRATIONS/SAMPLES

- 9.1 Bidders shall demonstrate the exact item(s) proposed within seven (7) calendar days from receipt of such request from the City.
- 9.2 Such demonstration can be at the City delivery location or a surrounding community.
- 9.3 If bidder does not have an item in the area, it will be at the bidder's expense to send appropriate City personnel to the nearest location to view and inspect proposed item(s).
- 9.4 If items are small and malleable, the bidder is proposing an alternate product, the bidder MUST supply a sample of the exact item. Samples will be returned at bidder's expense after receipt by the City of acceptable goods. Bidders must indicate how samples are to be returned.

10. DELIVERY (Non-Construction)

- 10.1 Each bidder shall state on his proposal form the date upon which he can make delivery of all equipment or merchandise.
- 10.2 The City reserves the right to cancel orders, or any part thereof, without obligation, if delivery is not made within the time(s) specified on the proposal form.

- 10.3 All bids shall be based upon **inside** delivery of the equipment/ merchandise F.O.B. the City at the location specified by the City, with all transportation charges paid.
- 10.4 At the time of delivery, a designated City of Lincoln employee will sign the invoice/packing slip. The signature will only indicate that the order has been received and the items actually delivered agree with the delivery invoice. This signature does not indicate all items met specifications, were received in good condition and/or that there is not possible hidden damage or shortages.

11. WARRANTIES, GUARANTEES AND MAINTENANCE

- 11.1 Copies of the following documents must accompany the bid proposal for all items being bid:
- 11.1.1 Manufacturer's warranties and/or guarantees.
- 11.1.2 Bidder's maintenance policies and associated costs.
- 11.2 As a minimum requirement of the City, the bidder will guarantee in writing that any defective components discovered within a one (1) year period after the date of acceptance shall be replaced at no expense to the City. Replacement parts of defective components shall be shipped at no cost to the City. Shipping costs for defective parts required to be returned to the bidder shall be paid by the bidder.

12. ACCEPTANCE OF MATERIAL

- 12.1 All components used in the manufacture or construction of materials, supplies and equipment, and all finished materials, shall be new, the latest make/model, of the best quality, and the highest grade workmanship.
- 12.2 Material delivered under this proposal shall remain the property of the bidder until:
- 12.2.1 A physical inspection and actual usage of this material is made and found to be acceptable to the City; and
- 12.2.2 Material is determined to be in full compliance with the specifications and accepted proposal.
- 12.3 In the event the delivered material is found to be defective or does not conform to the specification documents and accepted proposal, then the City reserves the right to cancel the order upon written notice to the bidder and return materials to the bidder at bidder's expense.
- 12.4 Successful bidder shall be required to furnish title to the material, free and clear of all liens and encumbrances, issued in the name of the City of Lincoln, Nebraska, as required by the specification documents or purchase orders.
- 12.5 Selling dealer's advertising decals, stickers or other signs shall not be affixed to equipment. Vehicle mud flaps shall be installed blank side out with no advertisements. Manufacturer's standard production forgings, stampings, nameplates and logos are acceptable.

13. BID EVALUATION AND AWARD

- 13.1 The signed bid proposal shall be considered an offer on the part of the bidder. Such offer shall be deemed accepted upon issuance by the City of purchase orders, contract award notifications, or other contract documents appropriate to the work.
- 13.2 No bid shall be modified or withdrawn for a period of ninety (90) calendar days after the time and date established for receiving bids, and each bidder so agrees in submitting the bid.
- 13.3 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.
- 13.4 The bid will be awarded to the lowest responsible, responsive bidder whose proposal will be most advantageous to the City, and as the City deems will best serve its requirements.
- 13.5 The City reserves the right to accept or reject any or all bids; to request rebids; to award bids item-by-item, with or without alternates, by groups, or "lump sum"; to waive minor irregularities in bids; such as shall best serve the requirements and interests of the City.
- 13.6 In order to determine if the Bidder has the experience, qualifications, resources and necessary attributes to provide the quality workmanship, materials and management required by the plans and specifications, the Bidder may be required to complete and submit additional information as deemed necessary by the City. Failure to provide the information requested to make this determination may be grounds for a declaration of non-responsive with respect to the Bidder.
- 13.7 The City reserves the right to reject irregular bids that contain unauthorized additions, conditions, alternate bids, or irregularities that make the Bid Proposal incomplete, indefinite or ambiguous.
- 13.8 Any governmental agency may piggy back on any contract entered into from this bid.

14. INDEMNIFICATION

- 14.1 The bidder shall indemnify and save harmless the City of Lincoln, Nebraska from and against all losses, claims, damages, and expenses, including, attorney's fees arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by the Bidder, any subcontractor, any directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This section will not require the Bidder to indemnify or hold harmless the City of Lincoln for any losses, claims damages, and expenses arising out of or resulting from the sole negligence of the City of Lincoln, Nebraska.
- 14.2 In any and all claims against the City or any of its members, officers or employees by an employee of the bidder, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation under paragraph 13.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the bidder or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

15. TERMS OF PAYMENT

- 15.1 Unless stated otherwise, the City will begin processing payment within thirty (30) calendar days after all labor has been performed and all equipment or other merchandise has been delivered, and all such labor and equipment and other materials have met all contract specifications.

16. LAWS

- 16.1 The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.
- 16.2 Bidder agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.

17. AFFIRMATIVE ACTION

- 17.1 The City of Lincoln-Lancaster County Purchasing Division provides equal opportunity for all bidders and encourages minority businesses and women's business enterprises to participate in our bidding process.

18. LIVING WAGE

- 18.1 The bidders agree to pay all employees employed in the performance of this contract, a base wage of not less than the City Living Wage per section 2.81 of the Lincoln Municipal Code. This wage is subject to change every July.

19. EXECUTION OF AGREEMENT

- 19.1 Depending on the type of service provided, one of the following three (3) methods will be employed. The method applicable to this contract will be checked below:
- ___ a. This Contract shall consist of a **PURCHASE ORDER** and a copy of the suppliers signed bid (or referenced bid number) attached and that the same, in all particulars, becomes the agreement and contract between the parties hereto: that both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Supplier's Bid. Items not awarded, if any, have been deleted.
- ___ b. The contract shall consist of a **YEARLY AGREEMENT** and a copy of the suppliers signed bid attached and that the same, in all particulars, becomes the agreement and contract between the parties hereto. That both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Suppliers' Bid. Items not awarded, if any, have been deleted.
- X c. Three (3) copies of the **CONTRACT**, unless otherwise noted.
1. City will furnish three (3) copies of the Contract to the successful Bidder who shall prepare attachments as required. Insurance as evidenced by a Certificate of Insurance, surety bonds properly executed, and Agreement signed with the date of signature shall be attached.
2. The prepared documents shall be delivered to the City within 10 days (unless otherwise noted).
3. The City will sign the Contract Agreement, insert the date of signature at the beginning of the Contract Agreement, prepare an Executive Order to go the Mayor for signature.
4. Upon approval and signature from the Mayor, the City will return one copy to the Contractor.

INSURANCE REQUIREMENTS FOR ALL CITY CONTRACTS

1. GENERAL PROVISIONS

- A. **Indemnification.** The Contractor shall indemnify and save harmless the City of Lincoln, Nebraska from and against all losses, claims, damages, and expenses, including attorney's fees, arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by the Contractor, any subcontractor, any directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This section will not require the Contractor to indemnify or hold harmless the City of Lincoln for any losses, claims, damages, and expenses arising out of or resulting from the sole negligence of the City of Lincoln, Nebraska.
- B. **Approved Coverage Prior to Commencing Work/Subcontractors Included.** Contractor shall purchase and maintain in place insurance to Protect Contractor and City against all liabilities and hazards as provided in this article throughout the duration of the Contract. Contractor shall not commence work under this contract until the Contractor has obtained all insurance required under this Section and such insurance has been approved by the City Attorney for the City of Lincoln, nor shall the Contractor allow any subcontractor to commence work on any subcontract until all similar insurance required of the subcontractor has been so obtained and approved.
- C. **Occurrence Basis Coverage.** All insurance shall be provided on an **occurrence basis** and not on a claims made basis, except for hazardous materials, errors and omissions, or other coverage not reasonably available on an occurrence basis; provided that all such claims made coverage is subject to the prior written approval of the City Attorney and must be clearly indicated as such in any certificate showing coverage.
- D. **Authorized and Rated Insurers Required.** All insurance coverage are to be placed with insurers authorized to do business in the State of Nebraska and must be placed with an insurer that has an A.M. Best's Rating of no less than A:VII unless specific approval has been granted by the City Attorney.
- E. **Certificates Showing Coverage.** All certificates of insurance shall be filed with the City Attorney, and may utilize an appropriate standard ACORD Certificate of Insurance form showing the specific limits of insurance coverage required by this Article; provided that restrictions, qualifications or declarations inconsistent with the requirements of this Article shall not relieve the Contractor from providing insurance as required herein. Such certificates shall show the City of Lincoln as additional insured, including by specific endorsement where necessary, as indicated in the following requirements. Such certificate shall specifically state that the related insurance policies are to be endorsed to require the insurer to provide the City of Lincoln thirty days, notice of cancellation, non-renewal or any material reduction in the stated amounts or limits of insurance coverage.
- F. **Terminology.** The terms "insurance," "insurance policy," or "coverage" as used in this article are used interchangeably and shall have the same meaning as "insurance" unless the context clearly requires otherwise. References to "ISO®" forms are merely for convenience and ease of reference, and an equivalent or better form as determined acceptable by the City Attorney may be used. (Note: ISO® is a registered trademark of ISO Properties, Inc.)

2. INSURANCE REQUIREMENTS

- A. **Scope of Required Coverage.** The Contractor shall take out and maintain during the life of Contract such insurance in the forms and minimum amounts as specified in this Article and as will protect Contractor and City from the following claims arising out of or resulting from or in connection

with the Contractor's operations, undertakings or omissions directly or indirectly related to the Contract, whether by the Contractor or any Subcontractor or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- (1) Claims under workers' compensation, disability benefit, or other employee benefit acts;
- (2) Claims arising out of bodily injury, occupational sickness or disease, or death of an employee or any other person;
- (3) Claims customarily covered under personal injury liability coverage;
- (4) Claims other than to the work itself arising out of an injury to or destruction of tangible property, including the loss of use resulting therefrom;
- (5) Claims arising out of ownership, maintenance or use of any motor vehicle;
- (6) Railroad protective liability coverage in the event the contract involves work to be performed within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road beds, tunnel, underpass or crossing.

- B. Worker's Compensation Insurance and Employer's Liability Insurance.** The Contractor shall provide applicable statutory Worker's Compensation Insurance with minimum limits as provided below covering all Contractor's employees, and in the case of any subcontracted work, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for Subcontractor's employees.

The Contractor shall provide Employer's Liability Insurance with minimum limits as provided below placed with an insurance company authorized to write such insurance in all states where the Contractor will have employees located in the performance of this contract, and the Contractor shall require each Subcontractor similarly to maintain Employer's Liability Insurance on the Subcontractor's employees.

Coverage	Listing	Min Amt	Notes
Worker's Comp.			
	State	Statutory	
	Applicable Federal	Statutory	
Employer's Liability			
	Bodily Injury by accident	\$500,000	each accident
	Bodily Injury by disease	\$500,000	each employee
	Bodily Injury	\$500,000	policy limit

C. Commercial General Liability Insurance.

- (1) The Contractor shall provide Commercial General Liability Insurance in a policy form providing no less comprehensive and no more restrictive coverage than provided under the ISO® form CG00010798 or newer with standard exclusions "a" through "o" and with minimum limits as provided below. Any other exclusions that operate to contradict or materially alter the standard exclusions shall be specifically listed on the certificate of insurance and shall be subject to the prior written approval of the City Attorney.

Coverage	Min Amt	Notes
General	\$2,000,000	Aggregate
Products and Completed Operations	\$2,000,000	Aggregate
Personal and Advertising Injury	\$1,000,000	
Each Occurrence	\$1,000,000	
Fire Damage Limit	\$ 100,000	any one fire
Medical Damage Limit	\$ 10,000	any one person

(2) The required Commercial General Liability Insurance shall also include the following:

- Coverage for all premises and operations
- Endorsement to provide the general aggregate per project endorsement
- Personal and advertising injury included
- Operations by independent contractors included
- Contractual liability coverage included
- X.C.U. Coverage including coverage for demolition of any building or structure, collapse, explosion, blasting, excavation and damage to property below the surface of ground.
- Any fellow employee exclusions shall be deleted
- Coverage shall not contain an absolute pollution exclusion, and applicable remaining coverage shall apply for pollution exposures arising from products and completed operations.
- Coverage for products and completed operations maintained for duration of work and shall be maintained for a minimum of three years after final acceptance under the Contract or the warranty period for the same whichever is longer, unless modified in any Special Provisions.
- Contractual Liability coverage shall include contractually assumed defense costs in addition to any policy limits.

(3) If work is to be performed within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road beds, tunnel, underpass or crossing, Railroad Contractual Liability Endorsement (ISO® form CG24170196 or newer).

(4) City may at its sole option, and in lieu of being additional insured on the Contractor's policy, by written requirement in the Special Provisions or by written change order, require Contractor to provide a separate Owner's Protective liability policy. The premium cost to obtain such insurance shall be as paid as provided in the Special Provision or change order, with any related cost savings as reasonably determined by the City being reimbursed or paid to the City.

D. Vehicle liability insurance coverage.

- The Contractor shall provide reasonable insurance coverage for all owned, non-owned, hired and leased vehicles with specific endorsements to include contractual liability coverage and delete any fellow employee exclusion.
- If specifically required in the Special Provisions, the required coverage shall also include an endorsement for auto cargo pollution (ISO® form CA 99 48).

E. Railroad Protective Liability. If work is to be performed within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road beds, tunnel, underpass or crossing or otherwise required by the Special Provisions or applicable requirements of an affected railroad, the Contractor shall provide Railroad Protective Liability Insurance naming the affected railroad/s as insured with

minimum limits for bodily injury and property damage of \$2,000,000 per occurrence, \$6,000,000 aggregate, or such other limits as required in the Special Provisions or by the affected railroad. The original of the policy shall be furnished to the railroad and a certified copy of the same furnished to the City Attorney's office prior to any related construction or entry upon railroad premises by the Contractor or for work related to the Contract.

- F. **Umbrella or Excess Insurance.** The Contractor shall provide Umbrella or Excess insurance coverage with minimum coverage limits of \$3,000,000 each occurrence and aggregate.
- G. **City included as Insured on Contractor's Policy – Endorsements required.**
The Contractor shall provide adequate written documentation, including applicable ACORD certificates, declarations pages or other acceptable policy information demonstrating that the City is included as an additional insured along with the Contractor with respect to all of the coverages required in this "Section 2A Insurance Requirements," except for applicable Worker's Compensation coverage, to include all work performed for the City and specifically including, but not limited to, any liability caused or contributed to by the act, error, or omission of the Contractor, including any related subcontractors, third parties, agents, employees, officers or assigns of any of them. The documentation or endorsement shall specifically include the city as an additional insured for purposes of Products and Completed Operations. The inclusion of the City as additional insured shall be for coverage only on a primary basis for liability coverage, and no coverage shall contain a policy or other restriction or attempt to provide restricted coverage for the City, whether on an excess, contributory or other basis regardless of any other insurance coverage available to the City.

3. **CONTRACTOR'S INDEMNITY – CONTRACTUAL LIABILITY INSURANCE**

- A. To the same extent as specified for minimum coverage requirements in Section 2 above, the required insurance shall include contractual liability coverage to include indemnification and hold harmless agreements and provisions in the related Contract Documents, specifically including the following provision:
- (1) To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the City, its officers, agents, employees, volunteers and consultants from and against any and all claims, damages, losses, costs, and expenses, including but not limited to attorney's fees and costs arising out of or related to the Contract or the Contractor's activities, errors, or omissions related to the Contract including liabilities or penalties imposed by applicable, law, rule or regulation in connection therewith; provided that such claims, damages, losses, costs, and expenses, including but not limited to attorney's fees and costs:
 - is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use therefrom, and
 - is caused in whole or in part by any act or omission of the Contractor, any subcontractor, agent, officer, employee, or assigns of the same or by anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in whole or in part by a party indemnified hereunder.
 - (2) Such indemnification shall not be construed to negate, abridge, limit or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this section.
- B. In any and all claims by any employee (whether an employee of the Contractor or subcontractor, or their respective agents or assigns by anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable as an employer) in whole or in part against the City, its officers, agents, employees, volunteers or consultants, the above indemnification shall not be limited in any way by the amount of damages, compensation, benefits or other contributions payable by or on behalf of a the employer under Worker's Compensation statutes, disability benefit acts, or any other employee benefit or payment acts as the case may be.

- C. The obligations of indemnification herein shall not include or extend to:
- (1) Any outside engineer's or architect's professional errors and omissions involving the approval or furnishing of maps, drawings, opinions, reports, surveys, change orders, designs or specifications within the scope of professional services provided to the City and related to the Contract; and
 - (2) Any claims arising out of the negligence of the City to the extent the same is the sole and proximate cause of the injury or damage so claimed.
- D. In the event of any litigation of any such claims shall be commenced against the City, Contractor shall defend the same at Contractor's sole expense upon notice thereof from the City. Contractor shall notify the insuring company that the City reserves and does not waive any statutory or governmental immunity and neither Contractor, nor Contractor's counsel whether employed by Contractor or by an insurer on behalf of the Contractor shall waive such defenses or enter into any settlement or other disposition requiring waiver of any defenses or immunity of the City without the express written consent of the City.

4. CONTRACTOR'S INSURANCE FOR OTHER LOSSES.

- A. Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools owned, rented or used in connection with the Contract including any tools, machinery, equipment, storage devices, containers, sheds, temporary structures, staging structures, scaffolding, fences, forms, braces, jigs, screens, brackets, vehicles and the like owned or rented by Contractor, or Contractor's agents, subcontractors, suppliers, or employees.
- B. In connection with the above, Contractor shall cause or require any applicable insurance related to physical damage of the same to provide a waiver of a right of subrogation against the City.

5. NOTIFICATION IN EVENT OF LIABILITY OR DAMAGE.

- A. The Contractor shall promptly notify the City in writing and provide a copy of all claims and information presented to any of Contractor's insurance carrier/s upon any loss or claim or upon any occurrence giving rise to any liability or potential liability related to the Contract or related work. The notice to the City shall include pertinent details of the claim or liability and an estimate of damages, names of witnesses, and other pertinent information including the amount of the claim, if any.
- B. In the event the City receives a claim or otherwise has actual knowledge of an any loss or claim arising out of the Contract or related work and not otherwise known to or made against the Contractor, the City shall promptly notify the Contractor of the same in writing, including pertinent details of the claim or liability; Provided, however the City shall have no duty to inspect the project to obtain such knowledge, and provided further that the City's obligations, if any, shall not relieve the Contractor of any liability or obligation hereunder.

6. PROPERTY INSURANCE/ BUILDER'S RISK.

- A. The Contractor shall provide property insurance (a/k/a Builder's Risk or installation Floater) on all Projects involving construction or installation of buildings or structures and other projects where provided in the Special Provisions. Such insurance shall be provided in the minimum amount of the total contract sum and in addition applicable modifications thereto for the entire work on a replacement cost basis. Such insurance shall be maintained until the City completes final acceptance of the work as provided in the Contract. Such insurance shall be written and endorsed, where applicable, to include the interests of the City, Contractor, Subcontractors, Sub-subcontractors in the related work. The maximum deductible for such insurance shall be \$5,000 for each occurrence, which deductible shall be the responsibility of the Contractor. Such insurance shall contain a "permission to occupy" endorsement.

- B. All related Property Insurance shall be provided on a "Special Perils" or similar policy form and shall at a minimum insure against perils of fire including extended coverage and physical loss or damage including without limitation or duplication of coverage: flood, earthquake, theft, vandalism, malicious mischief, collapse, and debris removal, including demolition whether occasioned by the loss or by enforcement of applicable legal or safety requirements including compensation or costs for City's related costs and expenses (as owner) including labor required as a result of such loss.
- C. All related Property Insurance shall include coverage for falsework, temporary buildings, work stored off-site or in-transit to the site, whether in whole or in part. Coverage for work off-site or in-transit shall be a minimum of 10% of the amount of the policy.
- D. The Contractor's Property Insurance shall be primary coverage for any insured loss related to or arising out of the Contract and shall not be reduced by or coordinated with separate property insurance maintained by the City.